

<b>Project Initiation Kick-off Meeting Agenda</b>			Project: _____ Date: _____ Time: From: _____ To: _____ Location: _____
Invitees:			
Attendees:			
<b>Agenda</b>			
	Presenter Name	Time (minutes)	
Introductions			
Sponsor's Statement			
Project Request & Background			
Project Goals & Objectives			
Project Scope			
Roles & Responsibilities			
Next Steps			
Questions			
<b>Additional Information</b>			
Handouts:			

## Project Initiation Kick-off Meeting

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_

### Decisions

Decision Made	Impact	Action Required?

### Issues

Issue Description	Impact	Action Required?

### Action Items for Follow Up

Action	Responsible	Target Date